

### Management Sample Tasks – Oral and Written

**Offerors will provide this response in both written and oral format.** Inconsistencies between the solution to the sample task and the rest of the proposal may be considered a lack of sound management and/or technical expertise. A technical plan that basically restates the SOW does not adequately demonstrate an understanding of the requirement nor does it provide sufficient assurance that the offeror can be expected to meet the NASA Ames mission objectives.

- 1) For the technical sample task, define your key positions, the rationale for the designation of those positions and the skill sets that would be required to fill them. Describe the process you would undertake should one of the key personnel resign during the task.
- 2) For each of the scenarios listed below, describe your management process for planning, staffing, and responding to the technical sample task. For staffing, schedule and cost considerations, describe potential options that you would explore; the considerations that would go into the decision process and what that decision process would be, including risk and cost analysis and other issues; your preferred approach and the actions that you would need to take upon the selection of that approach; and your monitoring and task management process and any special issues that would be introduced to task management by the selection of your preferred approach.

The scenarios to be addressed are:

- a) The task is expected to be an ongoing one. All appropriate experts in the company are already working full time on other tasks.
- b) This is a short term task – the requirement is for delivery of product in 4 months from the date of the task request – with no foreseen follow-on. There is no appropriate expert within the company who is not working full time on another effort.